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a s s o c i a t e s

**accp**  
American  
College of  
Clinical Pharmacy®

**EXECUTIVE DIRECTOR**

# The Opportunity

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The American College of Clinical Pharmacy (ACCP) is seeking a strategic, collaborative, and forward-thinking Executive Director to lead a highly respected professional society dedicated to advancing clinical pharmacy and improving human health. The Executive Director will guide the organization's efforts to optimize pharmacotherapy through practice, research, and education in a rapidly evolving healthcare landscape. The ideal candidate will bring a strong track record of leadership, experience with clinical and scientific excellence, and the ability to effectively steward a mission-driven organization.

This position is remote within the United States with frequent travel required.

## About ACCP

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Founded in 1979, ACCP is an international professional society of approximately 16,000 members across more than 60 countries, including clinical pharmacists, scientists, educators, and healthcare professionals committed to advancing clinical pharmacy and pharmacotherapy through the support and promotion of research, training, and education. The College's mission is to improve human health by extending the frontiers of clinical pharmacy, including by providing leadership, professional development, advocacy, and resources that enable clinical pharmacists to achieve excellence in practice, research, and education. ACCP also promotes the generation of innovative science, development of successful practice models, and dissemination of new knowledge to advance pharmacotherapy and patient care.

Signature programs include a robust portfolio of educational offerings, professional development programs, and scientific meetings that support lifelong learning and leadership development. ACCP also publishes two highly regarded peer-reviewed journals, the *Journal of the American College of Clinical Pharmacy* and *Pharmacotherapy*. The College also maintains a government and professional affairs presence in Washington, DC to support its advocacy and policy initiatives.

ACCP has an annual revenue of approximately \$8 million and a full-time staff of 35.

## The Executive Director Role

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### Essential Duties and Responsibilities

- Oversee communications with ACCP members, stakeholders, and partners to ensure responsiveness to member needs, transparency in organizational direction, and consistent

- engagement through multiple channels (including digital platforms and social media).
- Ensure that all activities of the College are carried out in support of ACCP's mission, strategic priorities, and core values, including a commitment to evidence-based decision-making and scientific integrity.
  - Lead, mentor, and promote the professional advancement of a high-performing staff across functional areas including member services, professional development, government affairs, meetings, operations, IT, and publications.
  - Foster a collaborative and accountable team-based environment to support staff engagement and retention.
  - Ensure compliance with all applicable laws and legal requirements.
  - Develop effective relationships and collaborative initiatives with appropriate external partners, including professional societies, healthcare organizations, industry, academic institutions, and government entities.

### **Leadership/Governance**

- Serve as chief staff officer and as an ex-officio member (without vote) of the Board of Regents.
- Serve as an ex-officio, voting member of the ACCP Foundation Board of Directors and evaluate the performance of the Foundation Director.
- Facilitate the Board's work in setting policies, priorities, and strategic direction, ensuring alignment with long-term organizational goals.
- Ensure that the President, Executive Committee, and Board are kept informed of critical issues, risks, and opportunities.
- Work with the President and Board leadership to align organizational activities with leadership priorities and goals.
- Implement the approved strategic plan and support periodic reviews and updates.
- Ensure adherence to ACCP bylaws, policies, and governance best practices.

### **Advocacy**

- Represent ACCP and serve as a liaison to professional and scientific societies, the pharmaceutical industry, governmental agencies, and other stakeholders.
- Oversee government and professional affairs activities, including policy development, coalition engagement, and advocacy initiatives aligned with ACCP priorities.
- Strengthen relationships with coalitions and partner organizations to advance the organization's mission and priorities.
- Identify opportunities to enhance the organization's visibility and influence.

### **Contribute to Member and Organizational Success**

- Lead efforts to sustain and grow membership through diverse strategies while ensuring high-quality member services. Examples may include enhancing global engagement, fostering student chapter connection and support, and strengthening early-career pipelines.
- Support the development and delivery of educational programs, meetings, and professional

development opportunities.

- Work with staff and member volunteers to identify and develop new programs, products, and services.
- Promote diversity, equity, inclusion, and accessibility across programs, leadership, and membership.

### **Management/Administration**

- Employ, direct, and supervise all members of the College staff, ensuring effective organizational structure and succession planning.
- Oversee the implementation and management of the organization's headquarters and administrative functions.
- Serve as custodian of the organization's assets, records, and property.
- Prepare, with advice from the Treasurer and other appropriate resource individuals, the annual budget for review by the Board of Regents, ensuring financial sustainability and alignment with strategic priorities.
- Oversee and coordinate the association's strategic planning, financial planning, and investment activities.
- Diversify, direct and coordinate all revenue-generating activities of the association.
- Oversee development and execution of all meetings, symposia, including the Annual Meeting.
- Oversee the development, publication, promotion, and distribution of organizational publications.

### **Required Skills, Experience, and Desired Qualifications**

- Proven leader with experience in an Executive Director, COO, or senior-level position within an organization of comparable complexity.
- Experience working with a governing board and supporting volunteer leadership structures.
- Experience in a scientific, clinical, healthcare, or research-focused organization.
- Strong background in strategic planning, financial management, and organizational leadership.
- Demonstrated success in advocacy, coalition-building, and external relations.
- Excellent written, verbal, and interpersonal communication skills.
- Strong analytical, decision-making, and problem-solving abilities.

### **Personal Qualities and Competencies**

- An understanding of, and appreciation for, the mission of ACCP and its role in advancing clinical pharmacy and improving patient care.
- Demonstrated ability to foster a culture of trust, collaboration, inclusion, and scientific excellence.
- Ability to lead, motivate, and inspire staff and volunteers in a mission-driven environment.
- Strategic mindset with strong organizational leadership and management skills.
- High ethical standards, integrity, and sound judgment.

## Compensation

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A competitive compensation package will be offered to attract an outstanding candidate.

## To Apply

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To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

*Sterling Martin Associates is committed to providing equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, religion, color, age, gender (including pregnancy, childbirth, or related medical conditions), marital status, parental status, sexual orientation, gender identity, gender expression, ancestry, national origin, citizenship, political affiliation, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.*

## Additional Information

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